

State Civil Service Commission

High School DIPLOMA Careers



Spring/Summer 2017

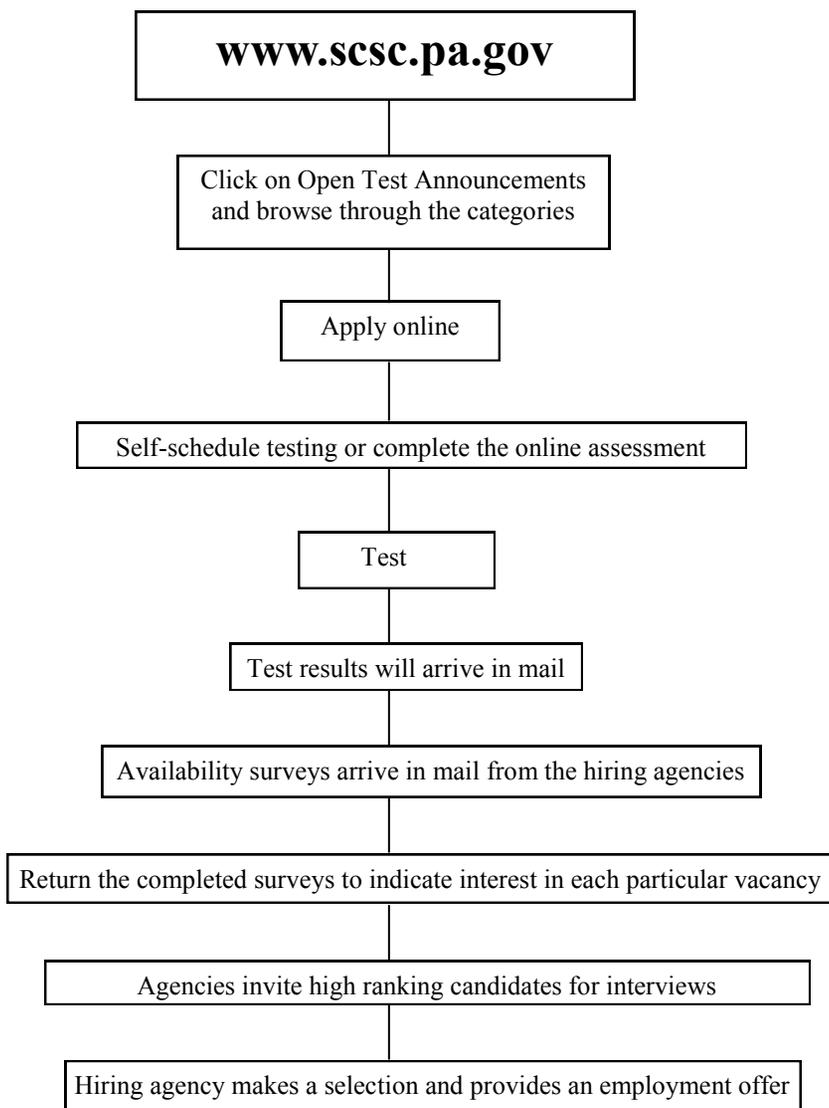
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Civil Service Applicant Hiring Process



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Looking for a job can be overwhelming. Designed to help you in your search, this publication highlights only a few of the civil service opportunities available in Commonwealth and local government agencies. Please note that job titles open and close every two weeks, so there may be new opportunities available in addition to those featured in this booklet. Log on to www.scsc.pa.gov and click on “Open Test announcements” to review the most current listing.

Please note that while this document features many job titles for which the only requirement is passing the examination, some job titles do require graduation from high school. Experience is not required, provided that you have the appropriate educational background. However, many job titles have several qualifying options. Please refer to individual test announcements for other ways to qualify. You are encouraged to apply for all job titles for which you qualify, based on your unique combination of education and experience.

At the time of application, Pennsylvania residency is required if not otherwise noted.

Salaries and benefits for local government positions vary by county. For specific compensation information, please contact the individual county offices.

The Commonwealth is continuously searching for people with bilingual skills. Be sure to indicate if you are bilingual on each of your applications.

Clerical

Clerk Typist Positions in State and Local Government

Clerk Typist 1	\$25,369
Clerk Typist 2	\$28,579
Clerk Typist 1 (Local Government)	salary varies by county
Clerk Typist 2 (Local Government)	salary varies by county

Clerk Typists compose and type letters, memorandums, and other documents. They also sort, file, and check material and provide information. Duties vary in complexity from limited (Clerk Typist 1) to moderate (Clerk Typist 2).

These examinations consist of two parts: a multiple choice test and a typing test. There is a 5-minute practice exercise followed by the 5-minute typing test. The passing score is 40 words per minute (after deduction for errors). In order to proceed to the multiple choice portion of the examination, the typing test must be passed.

Entry-Level Clerical Positions (Local Government)

Clerk 1 (Local Government)	salary varies by county
Clerk 2 (Local Government)	salary varies by county

Clerks file and retrieve materials, gather and provide information, process forms and documents, and perform arithmetic computations and other general clerical duties. Duties at the Clerk 2 level increase in scope and complexity and are performed with greater independence than at the Clerk 1 level. Employees at the Clerk 2 level may also function as lead workers.

See our **Featured Vacancies** section on the Open Test Announcements page for a sampling of current **vacancies** and apply today!

Entry-Level Clerical Positions (State Government)

Clerk 1	\$25,369
Clerk 2	\$28,597

Apply no later than January 21, 2017.

Clerks file and retrieve materials, gather and provide information, process forms and documents, and perform arithmetic computations and other general clerical duties. Duties at the Clerk 2 level increase in scope and complexity and are performed with greater independence than at the Clerk 1 level. Employees at the Clerk 2 level may also function as lead workers.

Liquor Store Clerks

Intermittent Liquor Store Clerk (Permanent Part-Time)	\$12.12/hour
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Employees sell merchandise to customers, assist customers in obtaining merchandise, total purchases on a computerized cash register, and collect money and make change. They stock shelves; take inventory; complete forms pertaining to store operations; unload shipments from trucks; and mop, sweep, dust, clean windows, etc.

Temporary Clerical Pool

Limited-Term Clerk	\$10.15/hour
Limited-Term Clerk Typist	\$10.15/hour

All jobs are located in the Harrisburg metropolitan area.

Clerical pool employees perform routine clerical work in various state agencies. They work as a replacement for full-time employees on extended leave or as additional workers during peak workload situations. Typical work assignments last three to six months. As assignments are completed, employees return to the clerical pool to be referred to new work assignments. Duties may include entering data using a computer, answering phones, filing, sorting, checking materials, and serving as a receptionist. As a Clerk Typist, duties may also include typing various reports, correspondence, etc.

Positions with the Temporary Clerical Pool may lead to full-time employment, including a comprehensive benefits package.

Engineering & Environmental Control

Environmental Interpretive Technician **\$14.62/hour**

Apply no later than June 10, 2017.

Employees plan, coordinate, and present a variety of environmental programs for park visitors, non-profit organizations, and the public; conduct recreational programs, field studies, guided walks, campfire programs, and other related activities for senior citizens, scouts, school groups, and park visitors; conduct environmental studies; and prepare schedules and press releases on programs involving conservation, preservation of the environment, and historical surroundings.

Park Ranger 1 (Seasonal) **\$14.62/hour**

Park Rangers perform public safety work and promote recreation in state parks and forests. Employees answer questions concerning facilities, environmental features, and history; explain rules and regulations; check grounds, buildings, and waterways for vandalism, safety hazards, and cleanliness; and may operate watercraft, ATVs, snowmobiles, etc. In emergencies, employees may administer first aid or CPR (cardiopulmonary resuscitation) to injured visitors. Park Rangers are required to work rotating shifts, weekends, holidays, and seven days a week.

Necessary Special Requirement – Possession of a valid driver’s license; and possession of a current American Red Cross Certificate in Multi-Media First Aid, or an American Red Cross Certificate in Standard First Aid, or a United States’ Bureau of Mines Certificate in Standard First Aid; and possession of a certificate in Cardiopulmonary Resuscitation (CPR).

**Work for Pennsylvania.
Work that matters.**

Technical Assistant **\$25,369**

Apply no later than May 6, 2017.

Employees participate in technical assignments to develop competency and skill in the elementary aspects of traffic planning and control; materials sampling, testing, and inspection; construction inspection; utility relocation; map preparation and production; roadside inspection; roadway maintenance management; and roadway materials control. Assignments are selected to provide experience in the practical application of the technical details and fundamental concepts of one of these fields.

Positions are expected to be temporary in nature. Opportunities for permanent employment may become available.

Transportation Technician **\$32,196**

This examination is scheduled to open in the near future.

Please watch our website, www.scsc.pa.gov, for details.

Transportation Technicians perform technical duties in construction project and materials inspection, highway or bridge plans drafting, and related computations in the inspection and drafting processes. Work follows prescribed methods and procedures, and involves the application of specialized skills and techniques in the performance of a variety of technical duties. Employees may have lead work responsibility over lower level technicians in work situations that involve the inspection of routine phases of highway construction or inspection of operations and materials at large materials producing plants.

Applying is easy with our online application
and exam self-scheduling system,
which is available 24/7!
www.scsc.pa.gov

Employee Benefits

With a medical benefits package equaling nearly 30% of your annual salary, occupational mobility, and generous paid leave, our benefits are excellent! There are also numerous opt-in benefits available like deferred compensation and discounted group rates for auto and home insurance; however, these are just a few offerings available for you to enjoy as a state employee.



- Employment Opportunities Statewide**
- Competitive Salaries**
- Promotional Opportunities**
- Paid Vacation**
- Paid Sick Leave**
- Paid Holidays**
- Liberal Retirement/Pension Plan (Including Optional Deferred Compensation Plan)**
- Group Life Insurance**
- Comprehensive Health Insurance Program that also includes:**
 - Prescription Plan**
 - Vision Care Plan**
 - Dental Care Plan**
 - Hearing Aid Plan**

Law Enforcement, Investigation & Safety

Certification, Accreditation and Licensing Inspector Trainee
\$32,196

This examination is scheduled to open in the near future. Please watch our website, www.scsc.pa.gov, for details.

Certification, Accreditation and Licensing Inspector Trainees receive classroom and on-the-job training to develop competency and skill in inspecting asbestos and lead-based paint abatement sites for compliance with state certification and accreditation requirements, and work practice laws and regulations. Employees also receive training in investigating private employment agency activities for compliance with state certification, accreditation, and licensing requirements; and inspecting filling materials used in mattresses, pillows, upholstered furniture, and stuffed toys to develop competency and skill in determining compliance with laws and regulations relating to sanitation, types, and qualities of materials. Work involves assisting Certification, Accreditation and Licensing Inspectors in a variety of inspection and investigative assignments designed to acquaint the Trainee with the full scope of inspection and investigation activities and responsibilities, and assisting in the preparation of reports. Work is performed within an assigned geographical area under close supervision by a Certification, Accreditation and Licensing Inspector Supervisor, who assigns work, gives detailed instructions, and reviews work in progress and upon completion for adherence to established technical and procedural standards.

Condition of Employment – Certain positions require possession of a valid driver's license.

Our **Frequently Asked Questions (FAQs)** page can provide you with the information you need to know about the civil service application, testing, and hiring processes. Read all the questions and answers at:
Job Seekers > Civil Service FAQs

Law Enforcement, Investigation & Safety continued

Corrections Officer Trainee

\$35,970

A higher starting salary of **\$37,847** is available at State Correctional Institutions Graterford and Chester.

You must be at least 21 years old at the time of application.

The first year of employment includes classroom instruction and on-the-job training to develop necessary skills and techniques in the care, custody, and control of inmates. The five weeks of classroom training take place at the Department of Corrections' Training Academy in Elizabethtown, Pennsylvania.

Work is closely supervised during the on-the-job training assignments. Corrections Officer Trainees monitor the movement and activities of inmates; make periodic and unannounced rounds, head counts, and security checks of assigned areas; observe the conduct and behavior of inmates; prepare written reports; respond to emergency situations; and communicate with other officers and inmates to prevent or resolve problems. Employees may be required to carry a firearm in the performance of certain duties.

Safety Inspector Trainee

\$36,342

This examination is scheduled to open in the near future. Please watch our website, www.scsc.pa.gov, for details.

Safety Inspector Trainees receive classroom and on-the-job training designed to develop competency and skill in inspecting healthcare facilities, public office buildings, and other public and private structures, equipment, and materials for conformance with state building, safety, and occupational health and safety laws and regulations. Work involves assisting Safety Inspectors in a variety of inspection assignments designed to acquaint the trainee with the full scope of inspection activities and responsibilities.

Security Officer 1

\$30,162

This examination is scheduled to open in the near future. Please watch our website, www.scsc.pa.gov, for details.

Security Officers are responsible for protecting state property and maintaining security at state buildings, institutions, and surrounding areas. Employees also protect property or persons from fire, theft, trespass, or other hazards; patrol assigned areas; enforce parking regulations; and assist visitors. Most Security Officers are required to drive state-owned vehicles.

Necessary Special Requirement – Certain positions may require possession of a valid PA motor vehicle operator's license.

Youth Development Aide Trainee

\$30,503

You must be at least 21 years old at the time of application.

Youth Development Aide Trainees attend formal classroom training sessions and receive on-the-job training assignments to develop the knowledge and skills necessary to provide for the care, custody, and training of court adjudicated youth requiring treatment and specialized program services in a Youth Development Center or a Youth Forestry Camp.

Upon successful completion of the six-month training period, Trainees will be promoted to Youth Development Aides with an increase in salary.



Medical & Health Services

Aide Trainee

\$25,369

Aide Trainees learn to provide direct support in a group environment to individuals with mental, developmental, or multiple disabilities who are living in a state intermediate care facility for people with intellectual disabilities or a mental health hospital. Employees participate in structured classroom training and observe residents and staff in group living quarters.

Employees learn to observe behavior and to record, in writing, relevant information for resident records and for use by the medical staff and other shift workers. They participate in change-of-shift verbal reports. They learn to work as an individual and as part of a treatment team with other staff in order to ensure the safety of all individuals and to complete necessary work and record-keeping amid multiple demands for attention.

Aide Trainees are required to provide care (such as taking temperatures or blood pressures; assisting with activities of daily living such as helping with meals, oral hygiene, bathing, or toileting; or lifting, positioning, and transporting individuals who are not ambulatory) and perform light housekeeping duties (such as cleaning wheelchairs and clearing dining areas). Dependability is of high importance. Individuals who are tolerant, composed, compassionate, and self-motivated can do well in this job.

Successful completion of the training program is necessary to continue being employed. After completion, Aide Trainees are promoted to Psychiatric Aide, Restoration Aide, or Mental Retardation Residential Services Aide and receive a pay increase.



**Visit our homepage,
www.scsc.pa.gov,
to view a realistic job
preview video
for Aide Trainee.**

Social & Employment Services

Aging Case Aides

Aging Case Aide 1 (Local Government) salary varies by county
Aging Case Aide 2 (Local Government) salary varies by county

Aging Case Aides work directly with consumers to explain services provided by community agencies and their eligibility requirements. Employees interview individuals by telephone or face-to-face to gather information for a complete needs assessment. They record consumers' personal data and prepare applications for services. They observe the behavior and physical, mental, and living conditions of consumers during home and office visits, to identify the consumers' needs and risks (e.g., physical, environmental, and cognitive) and determine the appropriate services or actions. Employees are required to maintain the confidentiality of consumers' personal information.

Aging Case Aides 2 (Local Government) perform advanced-level work and function independently.



Social & Employment Services

continued

County Social Services Aides

County Social Services Aide 1 (Local Government) salary varies by county

Employees work primarily with children who are abused or neglected, and persons with a mental disability or who are economically disadvantaged. They provide information on financial aid, home management, training and work programs, housing, mental health services, and other social services required to meet client needs.

Energy Assistance Worker (Seasonal) **\$16.46/hour**

This examination is scheduled to open in the near future. Please watch our website, www.scsc.pa.gov, for details.

Energy Assistance Workers are employed on a seasonal basis to perform preliminary interviews of applicants in order to establish eligibility for assistance in the payment of residential energy bills. Work involves interviewing applicants, completing application forms, and validating data received in order to recommend approval or disapproval of applications consistent with federal and state energy assistance program regulations. A major portion of the work is devoted to the routine processing of initial applications and performance of related clerical duties. Employees participate in formal training courses as well as on-the-job training designed to develop knowledge and skills necessary in processing the applications.

Save on time and travel costs. It may be possible to take two or three tests in one day. **Walk-In testing** is an option on most testing days on a first-come, first-served basis based upon "available seating."

Read about our Walk-In Testing policy on the SCSC homepage.

Residential Program Trainee (Local Government) salary varies by county

All jobs are located in Bedford, Clarion, Somerset, and Tioga Counties only.

Residential Program Trainees work in county Mental Health/Intellectual Disability (MH/ID) community residential programs providing services to clients with mental health and/or developmental disabilities. They instruct clients in residential settings to aid them in attaining the skills necessary for independent living in the community. Work includes instructing and assisting clients with personal hygiene and daily living skills such as housekeeping, cooking, laundry, and shopping; introducing clients to community organizations and recreational opportunities; supporting clients to aid them in adjusting to community living and solving personal problems; and ensuring that clients receive medical and emergency care as necessary. Employees normally work in the afternoons, evenings, weekends, and holidays when clients are not at work or school. Employees will also be scheduled to work during nighttime hours.

Residential Program Trainees will work with Residential Program Workers and train for six months on-the-job.

"My employment with the Commonwealth of Pennsylvania began through my high school's co-op program. Since then, there have been many opportunities for advancement. I have earned five promotions in my 13 year career, transitioning from an entry-level clerical position to professional work in the human resources field. This has been a satisfying and rewarding experience. I look forward to my remaining career with the Commonwealth and the professional growth it offers."

-Roni G., Human Resource Analyst

Trades & Maintenance

Semi-Skilled Laborers

Semi-Skilled Laborer (Seasonal) **\$14.62/hour**
Semi-Skilled Laborer (Local Government)
salary varies by county

Semi-Skilled Laborers cut grass and weeds; cut and stack wood; pick up trash; load or unload rock, sand, or lumber; dig holes; plant trees; help others with painting, carpentry, masonry, or other construction work; and use hand or power tools and equipment.

Condition of Employment – Certain positions require possession of a valid PA non-commercial class C driver's license or equivalent.



Wastewater Treatment Plant Operator Trainee **\$28,597**

Wastewater Treatment Plant Operator Trainees participate in training programs designed to provide basic wastewater treatment plant operation competencies and skills, and to prepare the employee to become certified as a Wastewater Treatment Plant Operator. Assignments provide progressively responsible experience in operating and maintaining various wastewater treatment equipment, sustaining biological processes, and recording data and findings related to plant operation. Employees will become familiar with laws, regulations, and permits enforced by federal, state, or local regulatory authorities.

Necessary Special Requirement – Possession of a valid Pennsylvania driver's license.

Water Treatment Plant Operator Trainee **\$28,597**

Water Treatment Plant Operator Trainees participate in in-service, out-service, and on-the-job training programs designed to provide basic water treatment plant operation knowledge, skills, and abilities. Assignments are designed to provide progressively responsible experience in operating and maintaining motors, pumps, water softeners, chemical feeders, chlorinators, filters, flow recorders, controllers, and related equipment used in water treatment plants.

Necessary Special Requirement – Possession of a valid automobile operator's license as issued by the Commonwealth of Pennsylvania.

Did you know...

The State Civil Service Commission provides recruitment and testing for job opportunities in numerous state agencies and many local government agencies.

SCSC Offices & Test Centers

APPLY ONLINE

SCSC Office & Test Center

Harrisburg

Strawberry Square Complex
320 Market Street, 2nd Floor
P.O. Box 569
Harrisburg, PA 17108
Phone (717) 783-3058*

Philadelphia

110 North 8th Street
Suite 503
Philadelphia, PA 19107
Phone (215) 560-2253*

Pittsburgh

411 7th Avenue
Room 410
Pittsburgh, PA 15219
Phone (412) 565-7666*

Test Center Only

Erie Test Center

155 West 8th Street, Suite LL1
Erie, PA 16501

Johnstown Test Center

at the Hiram G. Andrews Center
727 Goucher Street
Johnstown, PA 15905

Lock Haven Test Center

8 North Grove Street
Lock Haven, PA 17745

Scranton Test Center

at the Lackawanna County PA CareerLink
135 Franklin Avenue
Scranton, PA 18503

If you have questions about testing at one of these locations, call (717) 787-2935.*

*Telecommunications Relay Service (TRS): 711
(hearing and speech disabilities or other individuals)

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State Civil Service Commission
Bureau of Employment Services
Revised 1/2017

**Pennsylvania is proud to be an equal opportunity employer
supporting workforce diversity.**

Go to www.scsc.pa.gov



New users, click on: Register here

- Enter and confirm your 9-digit Social Security Number, click **Continue**.
- Complete the requested information and click **Continue**. The required fields are marked with a red asterisk. If you do not click **Continue**, your information will not be saved in our system. Use the tab key to get from one field to the next.
- Create and enter a **User ID**. It **must** be at least 6 characters long.
- Create and enter a **Password**. It **must** be at least 4 characters long.
- Confirm the password. In case you forget your **User ID/Password** we will give you a hint question of your choosing. Pick a question and enter the answer.
- Click on: 
- Log in.
- View open announcements and apply.